

**OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL
MAYOR

ROY K. AMEMIYA, JR.
MANAGING DIRECTOR

GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR

January 31, 2020

The Honorable Ikaika Anderson
Chair and Presiding Officer
and Members
Honolulu City Council
City and County of Honolulu
530 South King Street, Room 202
Honolulu, Hawaii 96813-3065

Dear Chair Anderson and Councilmembers:

This is to inform you that I will be traveling out-of-state from the evening of February 1, 2020 and returning to Honolulu on the evening of February 6, 2020.

In my absence, Roy K. Amemiya, Jr., Managing Director will be Acting Mayor.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell", is written over a horizontal line.

Kirk Caldwell

2019 JAN 31 PM 4:00 CITY CLERK